

26 September 1978

DCI/DDCI TASKS RE PERSONNEL PROGRAM

PART II - REPORT ON THE STATUS OF COMPLETED ACTIONS ON PERSONNEL-RELATED TOPICS

| <u>Task</u> | <u>Responsibility</u> | <u>Completion Due Date</u> | <u>Completed</u> | <u>Remarks</u> |
|---|-----------------------|--------------------------------|------------------|--|
| 1. Establishing minimum promotion targets (FY 78) by grade by each Directorate: | | | | |
| A. Guidance to Deputy Directors | Office of Personnel | | 29 Mar 78 | |
| B. Preliminary development of promotion plans by Directorate | Deputy Directors | 20 Apr 78 | 28 Apr 78 | |
| C. Review of Directorate promotion plans | Office of Personnel | 5 May 78 | 8 May 78 | |
| D. Approval of plans | DCI/DDCI | 12 May 78 | 5 Jul 78 | D/Pers memorandum to Deputy Directors cited approval. |
| E. Publication of Directorate promotion schedule and targets by grade | Deputy Directors | 26 May 78 | Aug 78 | Guidance memorandum for publication signed by D/Pers 19 July 1978. FY 79 promotion goals by the Directorates are to be prepared in the context of their APP submissions in late September 1978. |
| 2. Implementation of 3% selection-out policy: | | | | |
| A. Notification of policy decision | DDCI | | 7 Apr 78 | |
| B. Career Service implementing actions (establish Directorate Panels to review and make determination on each case) | Deputy Directors | 28 Apr 78 | Jul 78 | All Career Services advise Panels or Boards named. |

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| 3. Personnel Development Plan: | | | | |
| A. Preparation of analytical comments on Directorate PDP's for DDCI | Office of Personnel | 24 Apr 78 | 24 Apr 78 | |
| B. Schedule meetings of DDCI and the Deputy Directors | DDCI | | 20 Jul 78 | DDO, DDS&T and DDA - June 1978; NFAC - 14 July 1978; and E Service - 20 July 1978. |
| 4. Implementation of Uniform Promotion System: | | | | |
| A. Approval of semi-annual option and new Fitness Report schedule | DDCI | | 3 Jul 78 | Paper proposed by OP. Approved by DDCI 12 July 1978. |
| B. Advise Career Service of Item A | Office of Personnel (Plans & Control) | | 27 Jul 78 | |
| C. Career Services to advise OP of promotion schedule options selected | Deputy Directors | Not specified | 6 Sep 78 | Item B memorandum requested Career Services to advise OP of promotion schedules elected. Advised this now being done. |
| D. Recommendation for supergrade promotion schedule | Office of Personnel (Plans & Control) | 26 Jul 78 | 28 Jul 78 | Forwarded to DDCI 28 July 1978. |
| E. Approval of supergrade promotion schedule | DDCI | | 2 Aug 78 | |
| F. Advise Deputy Directors of Item E | Office of Personnel (Plans & Control) | 15 Aug 78 | 10 Aug 78 | |
| G. Publish summary of elements of System | Office of Personnel (Plans & Control) | | 21 Aug 78 | This is a paper proposed by Plans & Control, OP to summarize the various elements of the system. Determined [] most appropriate vehicle. Forwarded to RCB 21 August 1978 and published on 11 September 1978. |

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|---|--|--------------------------------|------------------|---|
| 5. Alien Marriage Policy Review: | | | | |
| A. Career Service suggested criteria | Deputy Directors and Office of Security | | 19 Jul 78 | EAG request for input to OP for a recommendation. |
| B. Office of Personnel recommendation | Office of Personnel (Plans & Control) | 23 Jul 78 | 26 Jul 78 | OP recommendation completed in draft. |
| C. All proposals to Panel and DDCI | (Office of Personnel (Plans & Control) | | 27 Jul 78 | Items A and B material sent to Panel and DDCI. |
| D. Discussion on policy | DDCI or EAG | | | The recommendations of the Deputy Directors, the Alien Marriage Panel and the Offices of Security and Personnel have been reviewed and a general conclusion reached on policy changes to be instituted. A formal paper was developed and was reviewed by the DDCI on 22 September 1978. |
| 6. Certificates of Promotion: | | | | |
| A. Design and print Certificates | Office of Personnel (Special Programs) | | Jun 78 | First ones presented to Supergrade Promotees - July 1978. |
| B. Advise employees of program | Office of Personnel (Plans & Control) | 15 Aug 78 | 31 Jul 78 | Draft of Notice sent to RCB by Deputy Director for Administration. |
| C. Develop procedure for issuing Certificates | Office of Personnel (Plans & Control) | 15 Aug 78 | 15 Aug 78 | |
| D. Publish an Office of Personnel Memorandum (OPM) | Office of Personnel (Plans & Control) | | | Draft OPM has been prepared. |

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|---|---------------------------------------|------------------------|-----------|---|
| 7. Review of procedures for allocating supergrade allowances: | Office of Personnel (Plans & Control) | Not specified | 31 Jul 78 | Approved by DDCI 4 August 1978. Notification memorandum of decision from D/Pers to Deputy Directors 14 August 1978. |
| STAT Revision of | Office of Personnel (Plans & Control) | | | Revision with DDCI policy approval. Draft in process. |
| 8. Liaison with OLC on Civil Service Reform. | Office of Personnel | As required | | Notes on contingency planning are being prepared against event Agency will have to comply with portions of the Bill. OLC confident CIA will be excluded from troublesome provisions. |
| 9. Comments on NFAC/MAG proposal for an NFAC Intelligence Specialist Corps. | Office of Personnel | None | 31 Jul 78 | Meeting held by DDCI on 13 September 1978 with D/Pers, D/NFAC and NFAC/MAG representatives where proposal was discussed. to draft a paper--coordinated with OP--establishing a proposal for further action. |
| 10. Report for DDCI on use of Flexitime in CIA. | Office of Personnel | None | 1 Sep 78 | |
| 11. Comments to DDCI on Vacancy Notice Policy. | Office of Personnel | 15 Sep 78 | 14 Sep 78 | No feedback from DDCI as of 25 September 1978. |
| 12. Review and comments on OMB proposed guidelines for conducting Matching Programs. | Office of Personnel | 8 Sep 78 | 6 Sep 78 | OP proposed approach approved by DDCI and sent to O/Compt for action. |
| 13. DCI request to DDA for comments on list of suggestions from Congressional Women's Caucus and Director Federal Women's Program. | Office of Personnel | 13 Sep 78 | 15 Sep 78 | |

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